

## Acknowledgement of Renaissance on Main Procedures – FAÇADE ONLY

Governor's Office for Local Development  
Office of State Grants

I (Property Owner) \_\_\_\_\_, owner of  
(Property Address) \_\_\_\_\_, (City) \_\_\_\_\_,  
(State) \_\_\_\_\_, (Zip) \_\_\_\_\_, have read and understand the 2007-2008 Renaissance on Main funding  
Guidelines.

I will abide by all Guidelines and understand the funding process outlined in the steps below:

1. The City will submit an application to the Governor's Office for Local Development (GOLD).
2. The application will be reviewed by Renaissance on Main staff with recommendations forwarded to the commissioner of GOLD and final approval by the Office of the Governor.
3. Grant awards will be made via written award letters to the recipient and/or public presentations as determined by the Office of the Governor.
4. GOLD prepares the Memorandum of Agreement (MOA), and sends the MOA to the City for execution.
5. The City returns the executed MOA to GOLD.
6. GOLD executes the agreement and submits the contract to the Finance Cabinet and Contract Review Committee for approval.
7. Upon approval from the Finance Cabinet, GOLD shall forward an executed copy of the MOA to the City.
8. All procurement should follow KRS 45A or KRS 424, as well as local procurement guidelines.
9. Projects may be subject to local and/or federal government standards, rules, regulations and guidelines (i.e. Secretary of Interior Standards, Housing Urban Development etc.).
10. The City submits a Request for Disbursement with all supporting documentation (invoices and cancelled checks). PLEASE NOTE: Cash payments are not eligible for reimbursement. If materials or services are purchased with a credit or debit card, proof of payment to the credit card company must be shown.
11. Upon Request for Disbursement approval, GOLD will forward payment to the City.
12. Once the project is complete, the City shall submit a Completion Report to GOLD.
13. GOLD reviews the Completion Report for accuracy, and shall close-out the project upon determination that all funding has been properly expended and the Scope of Work has been completed.
14. Any unused funds following expiration of the contract period will be retained by GOLD.

\_\_\_\_\_  
Building Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Main Street Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

